

**CONFIDENTIAL**

14 DEC 1973

**MEMORANDUM FOR: Deputy Director for Management and Services**

**SUBJECT : Office of Personnel Report -- Week Ending  
14 December 1973**

**1. Recruitment:**

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a. [REDACTED] recruiter, is in Boston this week interviewing job applicants and visiting Placement Offices at Harvard University and Massachusetts Institute of Technology.

b. Final results of our advertisements in the Washington Post and Washington Star, for clerks and messengers, which ran all last week, are as follows: 1,031 calls, 477 appointments scheduled, 110 interviews conducted, and 70 PHS sets given. Interviews have been scheduled through 8 January.

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c. In support of minority recruitment efforts, [REDACTED] is interviewing this week with an OER representative at Atlanta University, North Carolina Central University in Durham, and Fiske University in Nashville.

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[REDACTED]

3. Conference: [REDACTED] Chief Plans Staff, attended an inter-Agency conference on Executive Development as a representative of CIA. The meeting highlighted recent developments in the Federal Service to implement executive development.

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4. Processing Military Detailees: Our Military Personnel Branch has been furnished a copy of a proposed DOD Directive entitled "Assignment of Department of Defense Personnel Outside the DOD" which establishes guidelines and reporting procedures for the processing, approving and controlling of both civilian and military personnel assigned to agencies/activities not subject to the operational jurisdiction of the Secretary of Defense. Central Cover and our liaison officer with the Office of the Joint Chiefs of Staff have both received copies of this directive and will attempt to secure an exemption to these procedures for the Agency. Failing to obtain a waiver would require us to route all of our military requirements, both new and recurring, through the appropriate Service Secretary for coordination and approval in addition to providing a quarterly by-name listing of all assigned detailees to the Assistant Secretary of Defense (Intelligence).

5. Pipeline Control: For some time we have been controlling the stenographic pipeline into the Agency by slowing down the Entrance on Duty (EOD) process for stenos. Having allowed a buildup of 25 stenos cleared and ready to EOD, we called those 25 stenos this week and persuaded the majority of them to enter on duty no earlier than 11 February. Four, though, will enter on duty 7 January. This kind of controlled EOD hopefully will prevent our having stenos sitting in the Temporary Assignment Section waiting for jobs to be identified for them.

6. Processing Out Plans: We have reserved Room 1A-07 for 28 December to accommodate the anticipated large number of employees processing out for retirement.

7. Position Management:

a. The survey of the Office of General Counsel has been completed and the report transmitted to the General Counsel. Position descriptions for all positions are now being typed.

b. The survey of the Office of Strategic Research has been completed.

c. In the survey of the Office of Security auditing was done in the Physical Security Division and the Technical Division. The survey is on schedule and a major portion of audits have been completed.

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d. The survey of the Office of Medical Services is proceeding on schedule; over half of the Office has been completed. We need approximately two more weeks to complete the desk audits.

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e. Meeting was held with the Deputy Chief, WH Division to discuss establishment of a GS-15 Senior Narcotics Officer position in [REDACTED]

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8. Contract Employee's Insurance: [REDACTED] Chief, Insurance Branch has prepared a memorandum for appropriate Administrative Officers and Support Officers to advise them about changes in the Contract Health Insurance Plan effective on 1 January 1974, and a list of those persons insured.

9. PERCON: On 12 December 1973 representatives of the Contract Personnel Division met with two officers of the Production Staff OJCS at the latter's request concerning input to PERCON. OJCS was exploring whether some functions relating to PERCON now being performed by that office could be done by CPD.

The result of the meeting was that OJCS is going to explore the feasibility of a computer terminal in CPD.

10. Rehired Annuitants: During the week I approved the following rehired annuitant cases for the Directorate of Management and Services:

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[REDACTED] -- Office of Personnel --  
Contract Employee -- one year extension.

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[REDACTED] -- Office of Medical Services --  
Independent contractor -- one year contract.

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[REDACTED] -- Office of Security --  
Independent Contractor -- one year extension.

11. Health Insurance: During the period 5 - 11 December 616 claims for Health Benefits were received.

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12. Suggestion Incentive Awards Program: The Executive Secretary of SAC met with the Director of Incentive Awards Systems, Civil Service Commission to discuss the latest government-wide trends in Superior Performance Awards.

13. Retirement Activities:

	<u>CIARDS</u>	<u>CS</u>	<u>TOTALS</u>
Actual Retirements (1 July 1973 - 5 December 1973)	27	54	81
Signed to Retire thru 31 December 1973	<u>35</u>	<u>44</u>	<u>79</u>
Total	62	98	160
Disabilities Pending	19	18	37

14. Equipment Economy: We are turning in to Logistics 65 typewriters (manual and old electric) from the Clerical Staffing Branch. This action is both a consequence of our acquiring from OTR about 30 good IBM typewriters and a desire on our part to reduce the equipment holdings which we have in CSB.

15. Blood Donor: During the first half of FY 1974, 180 fewer pints of blood were donated by Agency employees as compared to the first half of FY 73 (884 vs. 1,064). We are looking into some proposals for use in January that will hopefully stimulate additional response.

Things to Come

1. An Employee Bulletin and Book Dispatch are being prepared to announce that applications are available for Educational Aid for the 1974-1975 academic years.

2. Federal tax forms and State tax forms have been ordered to be placed in the Agency main supply room at headquarters.

3. Work will continue on the surveys of NPIC, ORD, [REDACTED] and the Office of Security.

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[REDACTED]  
*for* F. W. M. Janney  
Director of Personnel

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O-D/Pers/[REDACTED]:kmd (14 Dec 73)

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